NOMINATION PACKAGE

ELECTION OF STUDENT REPRESENTATIVES TO THE SENATE

The deadline for nominations is 4:30 p.m., Monday, March 9, 2020

Enclosed:
- Nomination form for student representatives on the Senate
- University Act, part 7
- Rules to Govern Elections to the Board of Governors and the Senate
- Poster, Banner, and Handbill Policy (BP3145)
- Campaign Overview

Additional information:
- Senate Handbook
  http://www.uvic.ca/universitysecretary/senate/operation/governance/index.php

Copies are also available at the Office of the University Secretary, Room A138, Michael Williams Building.

PLEASE NOTE: An all-candidates information session will be held on Wednesday, March 11, 2020, 3:30 p.m. This meeting will be to outline the policies and procedures for the election.
Election of 8 Student Representatives to the Senate

Note: Please print all information in blue or black ink.

Nominators Information

We, the undersigned, nominate _____________________________ for election to the SENATE from the student association (U.V.S.S. or G.S.S.):

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<th>First and Last Name</th>
<th>Signature</th>
<th>Student Number</th>
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Note: All signatories for graduate student nominees must be members of the Graduate Students’ Society. All signatories for undergraduate student nominees must be members of the University of Victoria Student’s Society.

Nominee Information

First and Last Name: 
Student Number: 
Faculty: 
Study Level:  □ undergraduate  □ graduate 
Email address: 
Phone number – home:  Phone number – cell:  
Address:  Postal Code:  

Declaration of Nominee (please check):

☐ I agree to allow my name to stand in this election.
☐ I declare that I am a student* and will maintain this status during my term in office.
☐ I understand that it is my responsibility to submit with this nomination a 300-word biographical sketch and other documentation in support of my campaign, as outlined on the reverse of this page.
☐ I agree to follow the Rules to Govern Elections to the Board of Governors and the Senate, the Poster and Banner Regulations, and the Campaign Guidelines, all of which are included with this package.
☐ I understand that I must participate in an all-candidates information session scheduled for Wednesday, March 11, 2020 at 3:30 p.m.
☐ I have read the reverse side of this nomination form and understand the rules of eligibility, the term of office, the voting procedures, and the candidate documentation that I must provide.

* Eligibility defined on reverse of this page.

Nominee Signature: _____________________________ Date: __________

Note: Withdrawal by a person duly nominated as a candidate for election shall be made in writing to the University Secretary (see Rules to Govern Elections to the Board of Governors and the Senate, paragraph 8.1).

Return this form and candidate documentation by:
4:30 p.m., Monday, March 9, 2020
Office of the University Secretary, A138, Michael Williams Building
Election of 8 Student Representatives to the Senate

Eligibility
A student is defined in the academic calendar as a person who is enrolled at this University in at least one credit course. Persons eligible to make nominations and to vote shall be students who are members of the student societies. The student societies are the University of Victoria Students' Society or the Graduate Students' Society of the University of Victoria.

For the purposes of election to the Senate, a student is an undergraduate or graduate student who meets the definition of “student” in the academic calendar and is registered in the current term.

Term of Office
Candidates duly elected to the Senate will take office July 1, 2020 until June 30, 2021. A student elected to the Senate from the student societies must be registered in two of three academic terms during his or her term of office in order to be eligible to continue to serve on the Senate.

Voting
The University has developed a secure system for online voting, which will be used for this election. Paper ballots will not be available. The WebVote system can be accessed at the following web address - https://webvote.uvic.ca. The election will begin at 9:00 a.m. on Wednesday, April 1, 2020 and will close at 4:30 p.m. on Friday, April 3, 2020. Election results will be available no later than Thursday, April 9, 2020.

Posters and Banners
Pursuant to the Student Election Poster and Banner Procedures of the Poster, Banner and Handbill Policy (BP3145), the University Secretary may set specific dates for the display of poster and banners during elections. Posters and banners can be displayed starting 9:00 a.m. (PST) on Friday, March 13, 2020. Posters and banners around any polling station must be removed before 8:59 a.m. (PST) on Wednesday, April 1, 2020. Posters and banners in other locations must be removed before 4:30 p.m. (PST) on Friday, April 3, 2020.

Campaign Period
Pursuant to section 9.2 of the Rules to Govern Elections to the Board of Governors and the Senate, the University Secretary may set specific dates for campaigning. The period for campaigning will start at 9:00 a.m. (PST) on Friday, March 13, 2020 and end at 4:30 p.m. (PST) on Friday, April 3, 2020.

Candidate Documentation
The Office of the University Secretary arranges limited publicity for student elections. To take full advantage of this free publicity, candidates must submit all documentation electronically in support of their election campaign by email to usec2@uvic.ca. Please submit the following documents with your nomination:

- a biographical sketch (300-word maximum) AND an election platform (200-word maximum)
- a passport-size colour photo (headshot), in jpeg format

Documentation must be received by 4:30 PM, FRIDAY, MARCH 9, 2020
UNIVERSITY ACT
[RSBC 1996] CHAPTER 468

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Part 7 — Senate

Senate of university other than University of British Columbia or special purpose, teaching university

35 (1) The senate for each university other than the University of British Columbia or a special purpose, teaching university is continued.

(2) The senate of each university other than the University of British Columbia or a special purpose, teaching university is composed of the following:
(a) the chancellor;
(b) the president, who is the senate's chair;
(c) the academic vice president or equivalent;
(d) the deans of faculties;
(e) the chief librarian;
(f) the director of continuing education;
(g) a number of faculty members equal to twice the number of senate members provided in paragraphs (a) to (f), to consist of 2 members of each faculty elected by the members of that faculty, and the remainder elected by the faculty members in the manner that they, in joint meeting, determine;
(h) a number of students, equal to the number of senate members provided in paragraphs (a) to (f), elected from the students who are members of an undergraduate student society or a graduate student society, in a manner that ensures that at least one student from each faculty is elected;
(i) 4 persons who are not faculty members, elected by and from the convocation;
(j) one member to be elected by the governing body of each affiliated college of the university;
(k) additional members, determined by the senate, without altering the ratio set out in paragraphs (g) and (h).

Senates of the University of British Columbia

35.1 (1) The University of British Columbia must have a Vancouver senate and an Okanagan senate.

(2) The Vancouver Senate is composed of the following:

(a) the chancellor;
(b) the president, who is the senate's chair;
(c) the academic vice president who must work through a part not specified under section 3.1 or equivalent;
(d) the deans of faculties who must work through a part not specified under section 3.1;
(e) the chief librarian or a person designated for the purpose by the chief librarian;
(f) the director of continuing education or a person designated for the purpose by the director;
(g) a number of faculty members equal to twice the number of senate members provided in paragraphs (a) to (f), to consist of 2 members of each faculty elected by the members of that faculty, and the
remainder elected by the faculty members in the manner that they, in joint meeting, determine, but only faculty members employed through parts not specified under section 3.1 can vote or be elected;

(h) a number of students, equal to the number of senate members provided in paragraphs (a) to (f), elected from the students who are members of an undergraduate student society or a graduate student society, in a manner that ensures that at least one student from each faculty is elected, but only students studying through parts not specified under section 3.1 can vote or be elected;

(i) 4 persons who are not faculty members, elected by and from the convocation;

(j) one member to be elected by the governing body of each affiliated college of the university;

(k) additional members, determined by the senate, without altering the ratio set out in paragraphs (g) and (h).

(3) The Okanagan Senate is composed of the following:

(a) the chancellor;

(b) the president, who is the senate's chair;

(c) the academic vice president who must work through a part specified under section 3.1 or equivalent;

(d) the deans of faculties who must work through a part specified under section 3.1;

(e) the chief librarian or a person designated for the purpose by the chief librarian;

(f) the director of continuing education or a person designated for the purpose by the director;

(g) a number of faculty members equal to twice the number of senate members provided in paragraphs (a) to (f), to consist of 2 members of each faculty elected by the members of that faculty, and the remainder elected by the faculty members in the manner that they, in joint meeting, determine, but only faculty members employed through parts specified under section 3.1 can vote or be elected;

(h) a number of students, equal to the number of senate members provided in paragraphs (a) to (f), elected from the students who are members of an undergraduate student society or a graduate student society, in a manner that ensures that at least one student from each faculty is elected, but only students studying through parts specified under section 3.1 can vote or be elected;

(i) 2 persons who are not faculty members, elected by and from the convocation;
(j) additional members, determined by the senate, without altering the ratio set out in paragraphs (g) and (h).

**Senate of a special purpose, teaching university**

35.2 (1) A special purpose, teaching university must have a senate.

(2) The senate of a special purpose, teaching university is composed of the following:

(a) the chancellor;
(b) the president, who is its chair;
(c) the academic vice president or equivalent;
(d) the deans of faculties;
(e) the chief librarian;
(f) the registrar;
(g) two faculty members for each faculty, elected by faculty members of the faculty;
(h) four students elected by the students;
(i) one alumni member who is not a faculty member, appointed by the president on nomination by the alumni association;
(j) two support staff elected by the support staff;
(k) one non-voting member of the senate, if appointed to the senate by the board to serve for one year.

(3) For the purposes of subsection (2) (j), "support staff" means employees of the special purpose, teaching university who are not

(a) officers of the special purpose, teaching university, or
(b) deans or faculty members.

(4) The senate of a special purpose, teaching university must make bylaws for the conduct of the business of the senate, including bylaws specifying the duties of members of the senate in conflict of interest situations.

(5) The senate of a special purpose, teaching university has the power and duty to do all of the following:

(a) regulate how its meetings and proceedings are conducted, including determining
   (i) the quorum necessary for the transaction of its business, and
   (ii) how a vice chair, who is to chair meetings in the absence of the president, is annually elected;
(b) set criteria for awarding certificates, diplomas and degrees, including honorary degrees;
(c) set curriculum content for courses leading to certificates, diplomas and degrees;
(d) set qualifications for admission;
(e) set policies concerning examinations and evaluation of student performance;
(f) set residency requirements for awarding credentials for courses and programs;
(g) set policies concerning student withdrawal from courses, programs or the special purpose, teaching university;
(h) set criteria for academic standing, academic standards and the grading system;
(i) set criteria for awards recognizing academic excellence;
(j) set policies and procedures for appeals by students on academic matters and establish a final appeal tribunal for these appeals;
(k) set policies on curriculum evaluation for determining whether
   (i) courses or programs, or course credit, from another university or body are equivalent to courses or programs, or course credit, at the special purpose, teaching university, or
   (ii) courses or programs, or course credit, from one part of the special purpose, teaching university are equivalent to courses or programs, or course credit, in another part of the special purpose, teaching university.

(6) The senate of a special purpose, teaching university must advise the board, and the board must seek advice from the senate, on the development of educational policy for the following matters:

(a) the mission statement and the educational goals, objectives, strategies and priorities of the special purpose, teaching university;
(b) the establishment, revision or discontinuance of courses and programs at the special purpose, teaching university;
(c) the preparation and presentation of reports after implementation by the special purpose, teaching university without prior review by the senate of
   (i) new non-credit programs, or
   (ii) programs offered under service contract;
(d) the priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;
(e) the establishment or discontinuance of faculties at the special purpose, teaching university;
(f) the evaluation of programs and educational services;
(g) the library and resource centres;
(h) the setting of the academic schedule;
(i) the qualifications for faculty members;
(j) the adjudication procedure for appealable matters of student discipline;
(k) the terms for affiliation with other post-secondary bodies;
(l) the consultation with community and program advisory groups concerning the special purpose, teaching university's educational programs;
(m) other matters specified by the board.

Term of office

36 (1) The term of office of a member of the senate, other than one elected under section 35 (2) (h), 35.1 (2) (h) or (3) (h) or 35.2 (2) (h) or appointed under section 35.2 (2) (k), is 3 years and after that until a successor is appointed or elected.

(2) The term of office of a member of the senate elected under section 35 (2) (h), 35.1 (2) (h) or (3) (h) or 35.2 (2) (h) or appointed under section 35.2 (2) (k) is one year and after that until a successor is elected.

(3) Members of a senate who remain eligible under section 35, 35.1 or 35.2 may be reappointed or re-elected in the manner provided under section 35, 35.1 or 35.2 for further terms.

(4) If a vacancy arises on the senate, the vacancy must be filled,

(a) in the case of an appointed member, by the body possessing the power of appointment, or

(b) in the case of an elected member, in the manner specified by the senate.

(5) A person appointed or elected to fill a vacancy holds office for the remainder of the term for which the person's predecessor was appointed or elected.

(6) The secretary of the senate must enter a declaration of the vacancy in the minutes of the senate.

(7) A declaration under subsection (6) is conclusive evidence of the vacancy.

Powers of senate of university named in section 3

37 (1) The academic governance of the university is vested in the senate and it has the following powers:

(a) to regulate the conduct of its meetings and proceedings, including the determination of the quorum necessary for the transaction of its business, and the election of a vice chair at least annually, who is to chair meetings in the absence of the president;
(b) to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine;

(c) to determine all questions relating to the academic and other qualifications required of applicants for admission as students to the university or to any faculty, and to determine in which faculty the students pursuing a course of study must register;

(d) to determine the conditions under which candidates must be received for examination, to appoint examiners and to determine the conduct and results of all examinations;

(e) to establish a standing committee to meet with the president and assist the president in preparing the university budget;

(f) to consider, approve and recommend to the board the revision of courses of study, instruction and education in all faculties and departments of the university;

(g) to provide for courses of study in any place in British Columbia and to encourage and develop extension and correspondence programs;

(h) to provide for and to grant degrees, including honorary degrees, diplomas and certificates of proficiency, except in theology;

(i) to recommend to the board the establishment or discontinuance of any faculty, department, course of instruction, chair, fellowship, scholarship, exhibition, bursary or prize;

(j) to award fellowships, scholarships, exhibitions, bursaries and prizes;

(k) to determine the members of the teaching and administrative staffs who are to be members of each faculty;

(l) to make rules for the management and conduct of the library;

(m) to establish policies regarding the conservation of heritage objects and collections that are owned by or in the possession of the university or any of its faculties, divisions, departments or other agencies;

(n) to provide for the preparation and publication of a university calendar;

(o) to make recommendations to the board considered advisable for promoting the interests of the university or for carrying out the objects and provisions of this Act;

(p) to deal with all matters reported by the faculties, affecting their respective departments or divisions;

(q) to establish a standing committee to consider and take action on behalf of the senate on all matters that may be referred to the senate by the board;
(r) subject to the approval of the board, to enter into agreements with any corporation or society in British Columbia entitled under any Act to establish examinations for admission to the corporation or society, for the purpose of conducting examinations and reporting results, and those corporations or societies have power to enter into the agreements;

(s) to make rules respecting the conduct and financing of examinations referred to in paragraph (r) and other examinations conducted by the senate under any other Act;

(t) to make rules respecting the reporting of results of examinations referred to in paragraphs (r) and (s);

(u) to set the terms of affiliation with other universities, colleges or other institutions of learning, and to modify or terminate the affiliation;

(v) to establish a standing committee of final appeal for students in matters of academic discipline;

(w) to establish a standing committee on relations with other post secondary institutions in British Columbia;

(x) to require any faculty to establish an advisory committee consisting of students of the faculty and members of the community at large.

(1.1) For the purposes of subsection (1), the academic governance and powers at the University of British Columbia are vested in

(a) the Okanagan senate for the purposes related to the parts specified under section 3.1, and

(b) the Vancouver senate for the purposes related to the parts of the university not specified under section 3.1.

(2) A vice chair elected under subsection (1) (a) must not serve more than 2 consecutive terms.

(3) No part of the cost of examinations referred to in subsection (1) (r) or (s) may be a charge on or be paid out of university funds.

(4) In this section, "university" means a university named in section 3 (1).

Approval by board

38 (1) A certified copy of every resolution or order of the senate or council, providing for any of the matters or things mentioned in section 37 (1) (i), (p) and (u), must be sent to the board within 10 days of the resolution or order being passed.

(2) A resolution or order referred to in subsection (1) has no effect until approved by the board.

Council of senates of the University of British Columbia
38.1 (1) A council of senates of the University of British Columbia is established for the University of British Columbia and is composed of the following:

(a) the chancellor;
(b) the president, who is the chair;
(c) the academic vice president or equivalent, for the parts specified under section 3.1;
(d) the academic vice president or equivalent, for the parts of the university not specified under section 3.1;
(e) 4 persons, who are not referred to in paragraphs (a), (b), (c) or (d), elected by the Vancouver senate from among its members;
(f) 4 persons, who are not referred to in paragraphs (a), (b), (c) or (d), elected by the Okanagan senate from among its members;
(g) one or 2 persons designated by the president and, if 2 are designated, one must be designated for the Okanagan Senate and one must be designated for the Vancouver Senate;
(h) up to 10 chairs of the standing committees of the Vancouver senate elected by the persons referred to in paragraphs (a) to (g);
(i) up to 10 chairs of the standing committees of the Okanagan senate elected by the persons referred to in paragraph (a) to (g).

(2) The vice chair of the council is the member of the council specified by the president and serves as chair in the absence of the president.

(3) The term of office on the council of a person referred to in subsection (1) (e) or (f) is 3 years from the date of their election and they may continue in office after that date until another person is elected to the position.

(4) The fact that persons referred to in subsection (1) (e) or (f) cease to be members of the Vancouver senate or the Okanagan senate does not disqualify them from completing their term of office on the council of senates of the University of British Columbia.

Powers of the council of senates of the University of British Columbia

38.2 (1) The president, the board, the Vancouver Senate, the Okanagan Senate or the council may direct that a matter that the Vancouver senate or the Okanagan senate might consider, is considering or has considered in the exercise of that senate's powers under section 37 is referred to the council for consideration and disposition.

(2) If a direction is made under subsection (1),

(a) the council may act to consider and dispose of the matter under section 37 as though it were a senate,

(b) the Vancouver senate or the Okanagan senate involved must cease to act under section 37 concerning the matter insofar as the council may act under paragraph (a), and
(c) the council may substitute its disposition in respect of the matter for any disposition the Vancouver senate or the Okanagan senate may have made.

(3) The council may regulate the conduct of its meetings and proceedings, including the determination of the quorum necessary for the transaction of its business.

(4) Sections 37 (1) (e), (o) and (u) and 43 (1) do not apply to the Vancouver senate or the Okanagan senate and the council may act under those sections as though it was a senate.
RULES TO GOVERN ELECTIONS
TO THE BOARD OF GOVERNORS AND THE SENATE

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1. Preamble

1.1 The Rules to Govern Elections to the Board of Governors and the Senate (“Rules to Govern Elections”) have been developed to meet the requirements set out in the University Act. In the event of any conflict between these Rules and the University Act, the Act will prevail.

1.2 Senate has the authority to amend the Rules to Govern Elections, as provided in section 43 of the University Act.

1.3 In accordance with the University Act, the University Secretary is responsible for the conduct of all elections that are required.

1.4 The Rules to Govern Elections will be reviewed by the Senate Committee on Agenda and Governance at least every five years.

2. Definitions

2.1 The following definitions will apply in determining the eligibility of persons to submit nominations and to stand for and vote in elections to the Board of Governors and the Senate.

   a) **A Faculty** is an academic unit approved as a Faculty by the Senate and Board of Governors.

   b) **A faculty member** is a person who is classified in university records as "faculty" and designated as "regular, at the rank of lecturer, assistant teaching professor, teaching professor, assistant professor, associate professor or professor", or in an equivalent position designated by the Senate. This excludes employees classified as "visiting," "adjunct," or "sessional".

   c) **An employee** of the university is a person who:

      (i) is not a faculty member as defined in 2.1 b); and

      (ii) is designated as "regular" or "continuing" in university records.

   d) **A professional librarian** is a person whose classification in university records includes the term "librarian" and the designation "continuing".

   e) **A continuing sessional** is a person classified in university records as having continuing sessional status.

   f) **A student** is an undergraduate or graduate student who meets the definition of “student” in the academic calendar and is registered in the current term.

   g) **Student societies** are the University of Victoria Students’ Society and the Graduate Students’ Society of the University of Victoria.
3. Eligibility

3.1 In the context of the University Act, the definitions in section 2.1 will apply in determining the eligibility of persons to be elected to the Board of Governors or the Senate.

3.2 In the context of the University Act, the definitions in section 2.1 (b), (c), (d) and (e) will apply in determining the eligibility of persons to continue to serve on Senate.

3.3 A student elected to the Board of Governors or the Senate from the student societies must be registered in two of the following academic terms, 1st term of winter session, 2nd term of winter session or any term of the summer session, during his or her term of office in order to be eligible to continue to serve on the Board of Governors or the Senate.

3.4 A faculty member or an employee of the University of Victoria, as defined in section 2.1 b) or 2.1 c), who is on leave of absence or study leave will continue to be eligible to vote and to serve on the Senate or the Board of Governors subject to the provisions of the University Act and to the rules of either body.

3.5 For the purpose of determining eligibility to be elected to and serve on the Senate and Board of Governors, the University Secretary is authorized to grant eligibility based on medical, compassionate or other grounds.

4. Elected offices

Board of Governors

4.1 Pursuant to section 19(1) of the University Act, the Board of Governors will include the following elected representatives:

a) 2 faculty members elected by faculty members;

b) 2 students, 1 graduate student elected by members of the graduate students’ society and 1 undergraduate student elected by members of the undergraduate students’ society.

c) 1 employee elected by employees of the university who are not faculty members.

Senate

4.2 Pursuant to the proportional composition required under Section 35(2) of the University Act, Senate will include the following elected representatives:

a) 32 faculty members elected by faculty members (two faculty members from each Faculty elected by faculty members in that Faculty, with the remainder elected as at-large faculty members).
b) 16 students elected by students who are members of the student societies with at least one student from each Faculty and three students from the Faculty of Graduate Studies.

c) 4 members elected by and from the convocation, as defined in the *University Act*.

Additional elected members

Pursuant to section 35 (2)(k) of the *University Act*, the following elected representatives have been added to the Senate:

d) 1 professional librarian elected by professional librarians.

e) 1 continuing sessional elected by continuing sessionals.

5. Terms of office

**Board of Governors**

5.1 Persons elected to the Board of Governors by and from faculty members will normally take office on July 1 for a three-year term ending on June 30 of the third year.

5.2 The person elected to the Board of Governors by and from the employees will normally take office on July 1 for a three-year term ending on June 30 of the third year.

5.3 Persons elected to the Board of Governors by and from members of the student societies will normally take office on July 1 for a one-year term ending June 30 of the following year.

5.4 Any eligible person elected to the Board of Governors to fill a vacancy arising for any reason other than the normal expiry of the term of the member will take office immediately upon election and will fulfill the remaining term of the member who is being replaced.

**Senate**

5.5 Persons elected to the Senate by and from faculty members will normally take office on July 1 for a three-year term ending on June 30 of the third year.

5.6 Persons elected to the Senate by and from the members of the student societies will normally take office on July 1 for a one-year term ending on June 30 of the following year.

5.7 Persons elected to the Senate by and from the convocation will normally take office on July 1 for a three-year term ending on June 30 of the third year.

5.8 The person elected to the Senate by and from professional librarians will
normally take office on July 1 for a three-year term ending on June 30 of the third year.

5.9 The person elected to the Senate by and from continuing sessionals will normally take office on July 1 for a three-year term ending on June 30 of the third year.

5.10 Any eligible person elected to Senate to fill a vacancy arising for any reason other than the normal expiry of the term of the member will take office immediately upon election and will fulfill the remaining term of the member who is being replaced. Vacancies will be filled in accordance with the Rules to Govern Elections and section 9 of the Rules to Govern the Conduct of Senate Procedures.

6. Nominations

6.1 Calls for nominations will be issued electronically or by other means deemed appropriate by the University Secretary.

Calls for nominations

6.2 A call for nominations will normally be issued in the second term of the winter session for positions becoming vacant on July 1.

6.3 A call for nominations may also be issued on an ad hoc basis to fill a position that becomes vacant before the end of a member’s term.

6.4 A call for nominations will be issued at least five business days before the deadline for nominations. A first call for nominations will normally be issued ten business days before the deadline for nominations.

6.5 The deadline for nominations may be extended by the University Secretary.

Nomination paper

6.6 A nomination paper must be:

   a) signed by a candidate, who will state that he/she is eligible to hold office and is willing to stand in the election;

   b) signed by at least three persons who are eligible to vote in the election; and

   c) delivered to the University Secretary by 4:30 p.m. on the day of the deadline for nominations.

6.7 The University Secretary will invite a candidate to submit, along with the nomination paper, a statement of candidacy including a brief biographical
sketch and any other information the candidate considers relevant. The statement of candidacy will not exceed 300 words and will be made available on the University Secretary’s website and by any other means deemed appropriate by the University Secretary.

6.8 The University Secretary will make all reasonable efforts to notify candidates of any errors or irregularities in their nomination papers before the deadline for nominations but is not bound to do so.

a) Errors and irregularities in a nomination paper must be corrected before the deadline for nominations.

b) A nomination paper that contains errors or irregularities after the deadline for nominations will be deemed invalid.

6.9 If no nomination papers are submitted before the deadline for nominations or the number of nomination papers is fewer than the number of available positions, the University Secretary may issue a second call for nominations. If the second call for nominations fails to produce a candidate, the University Secretary may use his/her discretion to issue additional calls for nominations or leave a position vacant.

7. Announcement of candidates

7.1 The names of all candidates will normally be posted on the University Secretary’s website within five business days following the deadline for nominations.

7.2 Candidates in an election will be informed of the election period.

8. Withdrawal of nomination

8.1 A candidate who seeks to withdraw his/her nomination must notify the University Secretary in writing. Upon receipt of a written withdrawal of nomination, the candidate will cease to be a candidate for election.

8.2 In the event that a written withdrawal of nomination is received after the deadline for nominations and paper ballots have been prepared or the election has started, the votes the candidate receives in the election will not be counted.

8.3 When possible, notification of the withdrawal of a candidate will be included with the paper ballot.

8.4 When an electronic vote is to be conducted and a candidate’s written withdrawal of nomination is received before the start of the election, the candidate’s name will be excluded from the electronic ballot.

8.5 When an electronic vote is conducted and a candidate’s written withdrawal of nomination is received after the start of the election and the number of
vacancies is less than the number of remaining candidates, the University Secretary may:

a) allow the election to continue with the remaining candidates, in which case the electronic ballot will indicate that the candidate withdrew; or
b) cancel the election and conduct a new election.

8.6 Electronic votes received for a candidate who has withdrawn will be deemed invalid.

9. Campaign period

9.1 In accordance with the University Act, there must be at least four weeks between the deadline for nominations and the start of the election.

9.2 The University Secretary may set specific dates for campaigning.

Campaigning guidelines

9.3 Candidates are expected to conduct themselves in a manner respectful of other candidates.

9.4 Candidates are expected to make all reasonable efforts to represent facts accurately.

9.5 Candidates must follow the Rules to Govern Elections and any additional regulations issued by the University Secretary under the authority of the Rules to Govern Elections. Failure to do so may result in the candidate’s disqualification from the election.

9.6 Complaints about campaigning must be made in writing to the University Secretary.

10. Election register

10.1 The election register, which may be electronic, will be open to inspection by all persons entitled to vote in an election, in the office of the University Secretary between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday, except on holidays and when the university is closed.

11. Voting

11.1 For elections, other than of students to the Board of Governors and Senate, the election period will be a minimum of five business days. For elections of students to the Board of Governors and Senate, the election period will be a minimum of three business days. In exceptional circumstances, the University
Secretary may extend an election period.

11.2 Candidates will be given at least five business days notice prior to the start of the election period.

11.3 Only those persons whose names appear in the election register are entitled to vote in an election.

11.4 Voting will be by secret ballot.

11.5 Voting will be conducted electronically except when the University Secretary determines that a paper ballot is necessary.

**Electronic voting**

11.6 In order to vote electronically, voters will be required to verify their eligibility by means specified by the University Secretary.

11.7 Voters may vote for up to the number of candidates that corresponds to the number of vacant seats or may opt to spoil their ballots.

**Paper ballots**

11.8 A person entitled to vote will mark his/her paper ballot, then insert it into a ballot envelope and insert the ballot envelope into an identification envelope. The person voting must identify him/herself by completing the identification envelope in accordance with instructions provided.

11.9 The University Secretary will appoint and supervise three independent scrutineers for each election conducted using paper ballots.

11.10 The scrutineers will, when counting paper ballots, follow the procedures established by the University Secretary to guarantee that a marked paper ballot cannot be matched to the voter.

11.11 The scrutineers will be responsible for validating all paper ballots or for verifying the method of the election and validation of the paper ballot counting, and for counting and recording votes, if required.

11.12 Any person entitled to vote in an election may be present at the counting and recording of votes.

11.13 A paper ballot is not valid if:

   a) the voting member cannot be identified;

   b) the voting member has not followed the instructions on the ballot and identification envelopes;

   c) it contains any identifying mark; or

   d) it is marked for more candidates than there are vacancies.
11.14 Paper ballots and identification envelopes will be held by the University Secretary for a period of one year (in accordance with section 31 of the Freedom of Information and Protection of Privacy Act) following the announcement of election results. At the end of that time, the paper ballots and identification envelopes will be confidentially destroyed.

11.15 The official results of each election, as validated by the University Secretary and the scrutineers, will be retained by the University Secretary until such time as they are transferred to the university archives in accordance with the university’s records management manual.

12. Spoiled ballots

12.1 Spoiled ballots will be recorded but are not valid for the purposes of calculating election results.

13. Election results

Acclamation

13.1 Candidates will be acclaimed for a vacant position if:

   a) the number of candidates nominated is equal to or less than the number of vacant positions; or

   b) a candidate has withdrawn his or her nomination and, as a result, the number of remaining candidates is equal to or less than the number of vacant positions.

Equality of votes

13.2 In the event of an equality of votes between two or more candidates in an election, the final result will be decided by lot amongst the candidates, under the direction of the University Secretary.

Announcement of results

13.3 The University Secretary will normally publish election results on the University Secretary’s website and will include the number of eligible voters in an election, the number of votes received by each candidate and the number of spoiled ballots.

13.4 The University Secretary will report the outcome of an election to the Senate at its first meeting following the election.
14. Complaints and Appeals

14.1 Any complaints about the election procedures, campaigning or results must be made in writing to the Senate Committee on Agenda and Governance, in care of the University Secretary, within five (5) business days of the announcement of the election results.

14.2 The Senate Committee on Agenda and Governance will review any complaints and will determine on behalf of Senate what action should be taken. The committee’s decision is final and not subject to appeal.

15. General Provisions

15.1 In the event that unforeseen or unusual circumstances prevent the carrying out of any of the above procedures, the University Secretary will exercise his/her discretion in altering the procedures to fit the circumstances, and will report any action taken to the Senate Committee on Agenda and Governance at its next regular meeting.

Incorporating latest revisions made by Senate on:

6 March 1985
4 April 1990
3 April 1991
1 April 1992
11 January 1995
8 October 1997
7 November 2001
9 January 2004
4 February 2005
2 November 2007
1 May, 2009
9 April, 2010
6 January 2012
6 May 2016
Purpose

1.00 This policy provides guidance for:
   (a) posting posters and banners on university property;
   (b) maintaining and using university notice boards;
   (c) distributing handbills; and
   (d) chalking on university property.

Definitions

2.00 For the purpose of this policy:

“handbill” means paper-based notices, flyers, bills, leaflets, postcards, circulars, pamphlets, or other similar materials usually distributed by hand.

“notice board” means a board on which paper-based posters are affixed to. University notice boards are separated into the following categories:

(a) Community Notice Boards - provide designated space for approved posters or communication materials that:
   • relate to cultural and community events of specific interest to the university community that are posted by a unit or a recognized student group;
   • promote community events that are free of charge or advertise student pricing;
   • advertise community-based services intended for the university community by local individuals (not businesses); or
   • advertise individual items for rent or sale by individuals (not businesses).
Community Notice Boards are clearly labelled in the top left hand corner of the board.

(b) **Campus Notice Boards** - provide designated space for approved posters that advertise or promote on-campus events or topics related specifically to the university community. Campus Notice Boards may be divided into one or more sections to provide information to the university community such as:
- Campus Security;
- Committees;
- University of Victoria Students' Society;
- Graduate Students' Society;
- Safety; or
- Student Affairs.

(c) **Unit-Specific Notice Boards** - provide designated space for posters or other communication materials relating to a subject, event, or other information of general interest to a specific unit within the university.

“**unit**” means academic or administrative areas at the university, including but not limited to: faculties, divisions, departments, libraries, schools, offices, and centres.

**Scope**

3.00 This policy applies to:
(a) the maintenance and use of university notice boards;
(b) the review, approval, and affixing of posters, banners, and other communication materials on campus;
(c) the distribution of handbills on university property, including all university buildings and parking lots; and
(d) chalking on university property.

3.01 This policy does not apply to the affixing of posters or banners or the distribution of handbills inside of the Student Union Building or the Halpern Centre for Graduate Students.

**Policy**

4.00 The university regulates the posting of posters and banner and the distribution of handbills in order to:
(a) maintain the beauty and quality of the campus environment;
(b) promote appropriate communications through a review and approval process; and
(c) avoid unnecessary maintenance costs and safety hazards.
5.00 The university provides notice boards throughout its buildings to provide a reasonable amount of space for the posting of communication materials required for academic, non-academic, community, and student activity purposes.

6.00 Approval to post a poster or banner, or to distribute handbills on campus, does not imply the university’s endorsement of the policies, views, beliefs, or activities of the individual or organization responsible for the creation of such materials.

7.00 Academic freedom is a fundamental value of the university and this policy shall not be interpreted or applied to impose on open public discourse, freedom of expression, or on the academic freedom of any member of the university community. In exercising open public discourse, freedom of expression, and academic freedom, members of the university community must act in a responsible manner and respect the rights of other members of the university community.

**Political Advertising**

8.00 The university is a publicly funded non-partisan post-secondary institution. During a federal, provincial, or municipal election, posters or banners or handbills that advance political purposes (such as advertising for candidates, parties, or positions) are not permitted. Posters, banners, or handbills advertising all-candidates meetings and debates held on campus that are open to the community are allowed.

**Chalking**

9.00 The use of chalk on any interior or exterior surface (including sidewalks) is not permitted with the exception of limited chalking during student elections (see [Student Election Poster and Banner Procedures](#)).

**Poster, Banner and Notice Board Monitoring**

10.00 Units are responsible for maintaining notice boards and for the ongoing monitoring of posters, banners, and other communication materials posted within their designated area(s).

11.00 The Campus Services department generally monitors poster usage and compliance with this policy, but does not monitor student election posters. Posters and banners that do not comply with this policy or other university policies will be removed and destroyed without notice.

11.01 Individuals or groups who do not comply with this policy or other university policies may have their poster, banner, and/or handbill privileges suspended or revoked.
11.02 Compliance concerns should be forwarded to the OneCard Office. The OneCard Office may, in consultation with University Communications + Marketing and Campus Security, suspend or revoke an individual or group’s poster, banner, or handbill privileges on campus.

12.00 Poster and Banner monitoring during student elections shall be in accordance with the Student Election Poster and Banner Procedures.

Distribution of Handbills

13.00 In accordance with the goals of the university’s Sustainability policy (GV0800) and program, the university strives to reduce unnecessary paper use by redirecting information sharing and updates via electronic communications whenever possible.

14.00 Handbills intended to be broadly distributed on campus must be approved in advance by the OneCard Office. To be eligible for approval, handbills must comply with this policy and other university policies.

15.00 For student elections, requests to distribute handbills must be approved by the appropriate electoral officer as set out in the Student Election Poster and Banner Procedures.

Student Elections

16.00 During the student election campaign period, for posters or banners specifically related to a student election, the provisions set out in the Senate-approved Student Election Poster and Banner Procedures shall apply, and shall take precedence over provisions in this policy and other associated procedures.

Official University Functions

17.00 Notwithstanding the provisions of the Poster, Banner, and Handbill Procedures, the Executive Director Facilities Management may approve the posting of posters or banners that are related to official university functions as required by the Board of Governors, Senate, Chancellor, or President.

Authorities and Officers

18.00 The following is a list of authorities and officers for this policy:
(a) Approving Authorities: Vice-President Academic and Provost; Vice-President Finance and Operations
(b) Designated Executive Officers: Vice-President Academic and Provost; Vice-President Finance and Operations
(c) Procedural Authority: see procedure
(d) Procedural Officer: see procedure
**Relevant Legislation**

*Human Rights Code, RSBC 1996 c 210*
*Liquor Control and Licensing Act, SBC 2015 c 19*

**Related Policies and Documents**

*Appendix A – Acceptable Locations to Post Approved Banners*

- Building and Grounds Usage Policy (BP3105)
- Discrimination and Harassment Policy (GV0205)
- Human Rights, Equity and Fairness Policy (GV0200)
- Liquor Policy (AD2400)
- Resolution of Non-Academic Student Misconduct Allegations (AC1300)
- Response to At-Risk Behaviour Policy (SS9125)
- Sexualized Violence Prevention and Response Policy (GV0245)
- Sustainability Policy (GV0800)
- University Signage Policy (BP3140)
General Poster and Banner Requirements

1.00 All posters and banners must:
   (a) comply with municipal, provincial, and federal laws;
   (b) comply with university policies (see Related Policies and Documents section above);
   (c) be individually stamped and approved in accordance with sections 10.00 - 13.00 of these procedures before being posted;
   (d) be posted in a manner that does not cover other approved posters or banners;
   (e) not be taped onto boards, walls, poles, or glass (other than as permitted during student elections in accordance with the Student Election Poster and Banner Procedures);
   (f) not be attached to trees, lamp standards, statues, bus shelters, traffic controls, building signs, directional signs, warning signs, or other fixtures;
   (g) not be attached in a manner that damages notice boards;
   (h) only be attached to notice boards or display surfaces specifically provided for that purpose and may not be attached to building surfaces other than as permitted during student election campaigns in accordance with the Student Election Poster and Banner Procedures; and
   (i) not promote or encourage liquor or cannabis consumption or promote liquor or cannabis as the focus of an event, except as permitted under the Liquor Control and Licensing Act.

2.00 Posters or banners may include an event sponsor's logo provided that the logo is not the focus of the poster or banner and does not cover more than 10 percent of the total area of the poster or banner.

Posters

3.00 Posters approved for general posting may be posted on Community Notice Boards but not on Campus Notice Boards or Unit Notice Boards.

4.00 Normally, a maximum of 50 posters for each event or topic area may be distributed with no more than one poster for each event or topic being posted on a single notice board.
5.00 Posters are normally limited to 8.5 inches (21.6 cm) by 14 inches (35.6 cm) in size. Oversized posters may be permitted but will be limited in quantity to 25 and must be hung at the bottom of notice boards.

**Banners**

6.00 To be approved, paper and vinyl-based banners must advertise a university activity or campus-based event or service and be prepared by:
   (a) a recognized unit;
   (b) a recognized university employee association;
   (c) the University Club of Victoria; or
   (d) a student group, club or course union constituted and sanctioned by the University of Victoria’s Students’ Society or the Graduate Students’ Society.

7.00 Paper banners shall not be posted indoors and may only be posted in the outdoor areas indicated in Appendix A.

8.00 Banners shall be limited in size to three (3) feet by five (5) feet and are limited to eight (8) per event or topic area.

9.00 Banners must be removed by the relevant unit or group within one day of the expiration of the time limit allotted by the designated approval authority (see sections 10.00 - 13.00 below).

**Poster and Banner Approval**

10.00 All posters and banners, other than those posted on Unit Notice Boards, must be approved and stamped with a clearly visible “approved for posting” stamp.

   10.01 Paper-based poster and banner approval and stamping is available at the University Centre – OneCard Office. One poster shall be retained by the stamping location upon approval.

   10.02 Posters and banners to be posted within the Student Union Building or Halpern Centre for Graduate Students are approved and stamped by the respective Students’ Society according to their respective policies.

11.00 Approval for the posting of general campus posters, community-based event posters and swap and shop posters shall be granted for a period of no more than three (3) weeks.

12.00 Approval for the posting of banners shall be granted for a period of no more than three (3) weeks.
13.00 In addition to content approval by the OneCard Office, all vinyl banners must be submitted to Facilities Management to review and approve the location and installation of the banner. All approved vinyl banners must be posted by Facilities Management; posting costs will be charged to the individual or group who submitted the banner for approval.

**Handbills**

14.00 Handbills must:

(a) comply with university policies;
(b) be distributed by hand or circulated through the university mail system and not left in unattended open spaces;
(c) not be posted on notice boards or other areas inside university buildings;
(d) not be affixed to trees, lamp standards, statues, bus shelters, traffic controls, building signs, directional signs, warning signs, or other fixtures; and
(e) not be placed on vehicles parked on university property.

14.01 Handbill distribution within the Student Union Building or Halpem Centre for Graduate Students are approved by the respective Students’ Society.
Appendix A - Acceptable Locations to Post Approved Banners

Approved banners may only be displayed at the following locations (see following pages for photos):

- Bob Wright Building – NE corner
- Cadboro Commons Walkway – back
- Cadboro Commons Walkway – front
- HSD building – wall left of main entrance
- MacLaurin Building – north wall at breezeway connecting MacLaurin A & D wings
- Petch Breezeway Corridor
- UVC Quad wall – exterior southwest wall of room A183
- UVC Ring Road wall – across from ONECard office
- Student Union Building – as specified by UVSS internal policies
- Graduate Students' Centre – as specified by GSS internal policy
APPROVED BANNERS HERE
APPROVED BANNERS
HERE
1.00 The purpose of this document is to set out poster and banner requirements for student elections.

2.00 Posters or banners not conforming to these procedures will be removed.

3.00 The University of Victoria Students’ Society and the Graduate Students’ Society may propose amendments within their electoral policies which are in effect for specific election periods for elections under their jurisdiction. Such amendments must be in alignment with university policies and procedures.

4.00 In the case of student elections to the Senate or Board of Governors, all advertising materials must be approved by the Office of the University Secretary (or designate).

**Posters and Banners**

5.00 Student election posters and banners must be approved and stamped by:
   (a) the University of Victoria Student Society’s Chief Electoral Officer (or designate) for undergraduate student elections; or
   (b) the Graduate Student Society’s Electoral Officer (or designate) for graduate student elections.

6.00 Student election posters and banners shall not be posted on doors or on glass but may be posted on:
   (a) general notice areas of Campus Notice Boards; or
   (b) unpainted concrete, concrete block, or other stone surfaces that are protected from the weather, and locations identified in Appendix A.

7.00 Student election banners shall not be posted inside university buildings.
8.00 Candidates may post:
(a) up to a maximum of sixty (60) posters, up to 8.5 inches by 11 inches in size; and
(b) up to four (4) banners, each up to 15 square feet in total area.
These limitations are per candidate in a particular election.

9.00 Referenda proponents and opponents may post:
(a) up to a maximum of one hundred (100) posters, up to 8.5 inches by 11 inches in size; and
(b) up to six (6) banners, each up to 15 square feet in total area.

10.00 Student election posters and banners may be displayed only during the approved election period.

11.00 Posters or banners not conforming to these procedures will be removed.

12.00 Posters and banners must be removed 24 hours after an election. It is each candidate’s responsibility to remove their own posters and banners.

**Chalking**

13.00 Chalking is permitted during student elections under the following conditions:
(a) the chalking is on an exterior surface that is fully exposed to weather;
(b) the chalking is for the purpose of advertising a student election or promoting a candidate; and
(c) the content of the chalking message complies with other student election policies and requirements and university policies.

**Violations**

14.00 Violations of these procedures related to student elections should be directed to the attention of the Electoral Officer of the UVSS, GSS, or Office of the University Secretary as appropriate.

14.01 In the case of violations of policies involving elections to Senate or the Board of Governors, a determination made by the University Secretary in conjunction with the Senate Committee on Agenda and Governance is final.
CAMPAIGNING OVERVIEW

Campaign Period
The period for campaigning (other than the display of posters and banners) will start at 9:00 a.m. (PST) on Friday, March 13, 2020 and end at 4:30 p.m. (PST) on Friday, April 3, 2020.

Campaign Spending Limit
The following campaign spending limits are per position a student is nominated for:

- $25.00 credit established at ZAP! Copy Centre
- Up to $75.00 of a candidate’s own money may be spent to support a campaign

Candidates are required to provide receipts only for expenses. Receipts must be submitted to Kathy MacDonald, Office of the University Secretary, no later than 4:30 p.m. (PST), Friday, April 3, 2020.

Individual candidates are responsible for submitting their own receipts.

Guidelines for Campaigning
Students are required to adhere to the campaign rules and procedures as defined by the Rules to Govern Elections to the Board of Governors and the Senate and the Poster, Banner, and Handbill Policy (BP3145).

Posters, Banners and Handbills
Posters and banners can be displayed starting at 9:00 am (PST) on Friday, March 13, 2020. Posters and banners around any polling station must be removed before 8:59 a.m. (PST) on Wednesday, April 1, 2020. Posters and banners in other locations must be removed before 4:30 p.m. (PST) on Friday, April 3, 2020.

IMPORTANT: Posters and banners may not be posted in the residences or on UVSS poster boards in Cadboro Commons. Any poster that references Board of Governors and/or Senate counts towards the poster limit for that election.

Electronic Campaigning
Electronic campaigning is not directly addressed in the relevant university policies and procedures. To guide your electronic campaign please refer to the information below, which has been established in accordance with the Rules to Govern Elections to the Board of Governors and the Senate and the Poster, Banner, and Handbill Policy (BP3145).

- Candidates may create static websites for the purposes of campaigning. Websites are considered akin to posters and are governed by the Student Election Poster and Banner Procedures. Websites may be active during the period set out for posters and banners – 9:00 a.m. (PST) on Friday, March 13, 2020 to 4:30 p.m. (PST) on Friday, April 3, 2020.

- Electronic communications (including email) and social media (including Facebook, Twitter or blogging) that push information to constituents or allow for interaction (e.g., commenting, updates, messaging) are considered active campaigning. These forms of campaigning are allowed during the campaign period – 9:00 a.m. (PST) on Friday, March 13, 2020 to 4:30 p.m. (PST) on Friday, April 3, 2020.

- Candidates may purchase advertisements on social media sites. Facebook advertisements are considered akin to posters and may be posted during the period set out for posters and banners – 9:00 a.m. (PST) on Friday, March 13, 2020 to 4:30 p.m. (PST) on Friday, April 3, 2020.